



**Aspirations Academies Trust**

in association with AUI and QISA

## **Aspirant Coordinator of English Application Pack**





## Welcome to Banbury Aspirations Campus

November 2017

Dear Applicant

**Every morning I drive to our campus looking forward to the day ahead – I have been here just over a year and this is truly a special and addictive place to work. I have the privilege to work with a committed and dedicated team and a wonderful group of students with a desire and thirst for learning.**

**Do you want to make a long-lasting and fundamental difference to the lives of the children of Banbury Academy (BA) and Space Studio Banbury (SSB)?**

**Do you have a gift for supporting colleagues to be the best they can be?**

**Can you put your hand on your heart and say that you are consistently a good teacher and regularly an outstanding practitioner?**

**Does your passion for your subject shine through to all you meet thorough your work?**

If the answer is yes to the four questions above then please read on.

In our Trust we are always planning ahead and ensuring that we have the best possible staff preparing to take on promoted roles within the organization. We always look to grow our own leaders. With this philosophy in mind this year we are looking to recruit an exceptional colleague who can learn alongside our current Subject Coordinator for English, as we prepare her for a new role within the next two years.

We see this apprentice-style post as ideal for someone who has the desire to become a leader of a large, and very successful, curriculum area but would benefit from working with a gifted practitioner as they develop their portfolio and move into a senior role.

The Trust you will be joining (Aspirations Academies Trust) is one which places the progress of every student and every colleague at the heart of everything we do. Your happiness and fulfillment at work is just as important as that of the students’.

Banbury Campus is located in the Easington district of the market town of Banbury in Oxfordshire. Our campus community cares for over 800 students, more than 60 teachers and a dedicated team of support staff. Our Ofsted in May 2016 placed us at RI but, since then, the campus leadership team have secured a Good judgement at Space Studio Banbury and made great improvements in the areas where the report required changes to be made. Our GCSE results this year. Our GCSE results in English across the campus were above national average yet again and at Post 16 we can boast the highest percentage A\*-B in the local and surrounding area across all subjects. We are not complacent however. We know where our areas for improvement are and have measures in place to eradicate these from our practice.



Aspirations Academy Trust creates amazing opportunities for sharing good practice, with quality first teaching at the heart of everything we do. You will have access to exceptional Professional Learning opportunities through the network of academies the Trust now runs – most of which are now graded as Outstanding. Our key partner in the Trust, Russ Quaglia, is renowned internationally and therefore we are now working on the global stage. This brings a range of opportunities which are unique to our Trust and unparalleled elsewhere in this country. In addition to this, for the right candidate, there will be the opportunity to develop skills for senior leadership, after a successful couple of years in post, through the Trust's own bespoke Leadership programme which has been created by Steve and Paula Kenning, who have both led outstanding schools.

If you are inspired by what you have read and want to know more, please arrange to visit us and see us in action. Gemma Weber, my Executive Assistant, will organise an appropriate date and time with you if you contact her directly on the following email address [gweber@banbury-aspirations.org](mailto:gweber@banbury-aspirations.org).

We look forward to receiving your application.

Yours sincerely

Sylvia Thomas  
Principal of Banbury Aspirations Campus



## **Aspirant Coordinator of English**

**Salary: On the Leadership spine – to be agreed depending on experience and skills of successful candidate**

### **Job Description**

We are seeking an enthusiastic and ambitious colleague to join our successful English department as an aspirant leader.

The Aspirant Coordinator of English position for the campus shall carry out the professional duties as described in the School Teachers Pay and Conditions document in line with the duties as outlined for staff on the Leadership Spine.

The Aspirant Coordinator of English post holder is directly accountable to the current subject coordinator and will be taken through an apprenticeship-style programme with the aim of them becoming the incumbent Subject Coordinator within the next 18 months.

The Aspirant Coordinator of English will contribute to the effective day to day operation of the Department, whilst fully supporting the subject coordinator to ensure an effective educational provision.

The Aspirant Coordinator of English should support the Senior Leadership Team to create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in every area of the Academy's work.

#### **Main aspects of the role:**

- Carry forward the Aspirations Academies Trust vision;
- Drive the continuous and consistent Aspirations Academies Trust-wide focus on raising achievement and improving student outcomes;
- Ensure the Aspirations framework is embodied in every aspect of the work of Banbury campus;
- Focus primarily on raising standards for Years 9 and 10
- Provide effective pastoral support for a specified group of students in the College.

#### **Purpose:**

- To raise standards of student attainment and achievement specifically for Years 9 and 10
- To support other leaders to develop and enhance the teaching practice of others within the Department.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To help to raise the aspirations of students in the subject area and in the College.

#### **Responsible for:**

- One of the deputy subject coordinators in the college
- The librarian



### **Operational and Strategic duties:**

- To liaise other leaders in the college to focus work on areas of strategic development
- To actively monitor and follow up student progress in Years 9 and 10.
- Arrange details for internal and external examinations.
- To attend all appropriate meetings.
- To support the leaders in the team to ensure that the work in the curriculum area fully reflects the distinctive philosophy of the Aspirations Academies Trust.

### **Curriculum Duties:**

- To liaise with the Subject Coordinator and Head of College to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the vision of the Academy.
- To be accountable for the development of both language and literature
- To lead curriculum development for the whole subject area.
- To keep up-to-date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Subject Coordinator to maintain accreditation with the relevant examination and validating bodies.

### **Staff Development Responsibilities:**

- To work with the Subject Coordinator to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Reviews and to act as reviewer for one or two members of staff within the subject area.
- To make appropriate arrangements for Y9 and Y10 classes when staff are absent, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject area.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To act as a positive role model.

### **High Standards Maintenance:**

- To ensure the effective operation of review and monitoring systems.
- To ensure the process of the setting of targets within the subject area and to work towards their achievement.
- To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in all the strands within the subject area.
- To contribute to the Academy's procedures for lesson observation.
- To seek/implement modification and improvement where required.

### **Management Information Responsibilities:**

- To ensure the maintenance of accurate and up-to-date information in Year 9 and Year 10 on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate actions on issues arising from data, systems and reports for Year 9 and Year 10; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on internal examination performance for Year 9 and Year 10, including the use of value-added data.





**Managing Effective Communications:**

- To ensure effective communication/consultation as appropriate with the parents of students.
- To represent the subject area's views and interests.

**Student Support Duties:**

- To contribute to and implement the Academy policy on rewards and support
- To ensure the Behaviour Management system is implemented in the subject area so that effective learning can take place.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.

**Teaching Duties:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.
- To contribute to the curriculum area and subject area's Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To teach students according to their educational needs, including the setting and marking or work to be carried out by the student in Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards - to aim to be an outstanding teacher.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, subject area and Academy procedures.

**Other Duties:**

- To undertake whole Academy duties as outlined in targets set for Heads of College each year.
- To engage actively in the Performance Management process.
- To continue personal development as agreed at appraisal.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) and the Principal not mentioned in the above.
- To play a full part in the life of the Academy community, to support the distinctive aim and ethos of the Aspirations Academies Trust and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code

**General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

### **Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

### **Banbury Academy Day Nursery**

Applicants may be interested to know that we have a full-time (51 weeks per year, 8.00am – 5.30pm) Day Nursery for infants (6 months) to pre-school children on campus. Availability of places and rates of fees can be obtained from Mrs Brooker, Nursery Manager (Tel. 01295 256400).



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**Banbury Academy**  
an Aspirations Academy

## **How to apply**

To apply, please submit:

1. A completed Application Form – available on our website
2. A completed Recruitment and Monitoring Form – available on our website
3. A handwritten letter (please scan and send as a PDF) of no more than two sides of A4 detailing:
  - a) Why you would like to work for the AAT at the Aspirations Campus
  - b) How you meet every aspect of the job specification.

Please send all documents to Gemma Weber, Executive Assistant to the Principal, on [gweber@banbury-aspirations.org](mailto:gweber@banbury-aspirations.org)

We will meet agreed interview expenses of those invited to interview unless they withdraw unreasonably.

**Closing date for applications is 12:00pm on Friday 24<sup>th</sup> November 2017.**  
**Interviews will take place the week beginning 27<sup>th</sup> November 2017.**



## Aspirant Coordinator of English Person Specification

Assessed by application (A)    Assessed by the recruitment process (R)

Criteria	
<b>Knowledge and Qualifications</b>	
Degree or equivalent	A
Qualified Teacher Status specialising in the teaching of Mathematics	A
A record of recent high quality and relevant continuing professional development	A
<b>Professional Experience</b>	
Recent evidence of making a significant contribution in faculty improvement as a post holder	A,R
Proven track record of outstanding classroom practice with students obtaining excellent value-added results and GCSE grades	A,R
Track record of proven extra-curricular support for students	A,R
The ability to manage the setting of and support for achievement of challenging targets for both students and staff	A,R
Ability to implement and maintain appropriate record keeping systems	A,R
<b>Teaching and Learning</b>	
Thorough knowledge of current curriculum developments	A,R
Ability to communicate effectively with different audiences, orally and in writing	A,R
Excellent ICT skills	A,R
Excellent understanding of how children learn and how to raise standards of achievement	A,R
Ability to interpret and act on a wide range of key data	A,R
Excellent organisational skills	A,R
Through understanding of strategies that can be employed to support the continuing professional development of colleagues	A,R
<b>Leadership</b>	
Enthusiastic team member who empowers others	A,R
Genuine passion for educating the whole child and a belief in the potential of every student	A,R



<b>Criteria</b>	
Motivation to continually improve standards and achieve excellence	A,R
<b>Disposition/Attitude</b>	
Can rapidly build and sustain professional and positive relationships with young people	R
A passion for education and making a difference	A,R
Vision and the ability to implement it	A,R
The ability to command respect from colleagues, parents, governors and the local community	A,R
Excellent attendance and punctuality record	A,R
Honesty, integrity, energy, enthusiasm, commitment and a good sense of humour	R
Prepared to listen to others and share ideas	R
Work well under pressure	R
Commitment to Equal Opportunities; the ability to support and develop the Academy's Equal Opportunities policies	A,R
<b>An Aspirations Academy</b>	
Display a commitment to, and support for, the aims of the Aspirations Academies Trust in all its Academies	R
Exhibit a belief in the values of the Aspirations Academies Trust and in the value of research in school improvement	R